

INTRODUCTION

This worksheet is intended to summarize--not capture 100 percent of--the more technical elements of participation in the Choice Scholarship program that school administrators should be familiar with. The department will continue to identify means of improving our communications on these items; in turn, we expect that schools will take the time to familiarize themselves with the underlying information/web links off of which this spreadsheet is based.

I. DATA REPORTING

Log onto the **Learning Connection** and join the “Data Collection and Reporting” community. Click on the “Files and Bookmarks” tab (second from right). That tab contains the collections listed alphabetically, along with directions for each data submission.

<https://learningconnection.doe.in.gov/Login.aspx?ret=%2fdefault.aspx>

Below is a summary of data reports that may apply to your school. An updated/’master’ version of the chart below will be maintained at:

<http://www.doe.in.gov/improvement/accountability/when-data-are-collected>. (This master document will also include data collections applicable to traditional public and public charter schools). You might also wish to bookmark the link to the STN Application Center

(<https://ac.doe.in.gov/appcenter/login.aspx>).

11-12 School Year Report ID	Report Name	State Accredited and Freeway Non-public Schools	Non-State Accredited Non-public Schools Participating in the School Choice Scholarship Program	Reporting On	Approximate Date Due	General Notes
DOE-AS	Accreditation Legal Standards Assurances	x (state accredited schools only, freeway are exempt)		Schools	Early August	
DOE-AT	Attendance	x	x	Students	Late June	A-F metrics require attendance data.

DOE-CID	Certification of Instructional Days	x	X	Schools	Early June	This collection updates the information submitted in the calendar collection (DOE-CL) at the start of the school year.
DOE-CL	School Calendar Report	x	X	Schools	Early August	This collection allows the department to comply with the 'prorated payment' requirement of the Choice Scholarship legislation when a Choice Scholarship student withdraws from the school before the end of the school year
DOE-DC	Direct Certification	Schools participating in program		Students	Early July	This collection pertains specifically to the Free and Reduced Lunch program; it has NO connection to Choice Scholarship eligibility.
DOE-DV	Direct Verification	Schools participating in program	Schools participating in program	students	Early October	See description above for Direct Certification. For 2012-2013 Choice Scholarship applications, a parallel function will be moved to where the other Choice Scholarship functions reside on the STN site so that Choice students' income can still be verified. DV itself will cordoned off from the Choice program.
DOE-EM	Nonpublic Enrollment & Mobility	x	X	Students	Late September (scholarship students); Early July (all students)	This report must also be re-submitted to the department (within five business days) whenever a <u>Choice Scholarship</u> student withdraws. The EM data is the department's official record for tracking the program
DOE-GR	Graduate Report	Required only for accredited non-public schools with high school grades	Required only for non-public schools with high school grades	Students	Early October	

DOE-LM	English Language Learners	x		Students	Mid-October	
DOE-MF	Master File	x	X	Schools	Early August	
DOE-ND	Nonpublic Dual Credit	Required only for accredited non-public schools with high school grades	Required only for non-public schools with high school grades			
DOE-NP	Non-Public Schools Enrollment	Real Time (Oct 1 and End of Year) OR Aggregate NP Enrollment	Real Time (Oct 1 and End of Year) or Aggregate NP Enrollment	Schools	Early October	
DOE-RT	Real Time	Schools participating in School Food and Nutrition program (DOE-DC, DOE-DV) or Optional		Students	Mid-August	For Accredited Non-Public schools, RealTime (DOE-RT) is optional. Reporting DOE-RT will eliminate submission of NP.
DOE-SL	STN Lookup	x	X	Students	15th of each month	Any changes to student demographic information or students enrolling in a school should be reported no later than the 15 th of each month. This is because non-Choice Scholarship students are also subject to state testing requirements and IDOE needs to generate data for these students as well.
DOE-SP	SPN Lookup	x	x	Employees	Early August	To be clear, this is not intended to intrude on schools' privacy over staffing decisions. It simply allows the department to quantify and confirm those individuals who have access to school test results via IDOE databases.

DOE-TB	Textbook Reimbursement	x		Students	Early October	
DOE-TL	Testing Online and Barcode Labels	x	x	Students	Depends on the window for the specific test. Visit the Learning Connection, Data Collection and Reporting group, "Files and Bookmarks," then "Testing Online and Barcode Labels" for additional information	This collection will make the data cleanup and processing much easier when test results are provided in late spring/early summer. Though not required per se, we highly encourage schools to do this.

DATA REPORTING—CONT.

IF I WOULD LIKE TO...	...THEN I WOULD NEED TO...
Report a withdrawn Choice Scholarship student to the department...	...submit an updated Enrollment and Mobility (EM) report noting the date of the withdrawal (assuming the school does not already do Real Time reports, in which case this requirement does not apply).
Ensure that I can access Distribution Endorsement forms for all Choice Scholarship students attending my school...	...make sure that all those students are listed on the EM report that I submit.
Look up a student's official STN number so that they can be entered into the application system...	... perform an STN Lookup in the Application Center. Enter two to three characters of the students first and last name for a more thorough search.
Create an STN for a non-voucher student that will be taking ISTEP+/ECAs	...Perform an STN Lookup, as the student could have already been assigned an STN number. Follow the rules for assigning STN

	numbers and enter the information in the Application Center>Input Forms>STN Lookup.
When will I know if a student has been approved for a Choice Scholarship?	You can keep apprised of this on the STN center (Data Reports>Reports>Choice Scholarship>School Choice Scholarship Reports). This is the same place where you enter the student's original application information.

II. ASSESSMENT

- **Additional information:** <http://www.doe.in.gov/achievement/assessment>
- **Testing windows:** <http://www.doe.in.gov/sites/default/files/assessment/test-windows-2011-13.pdf>
- **Program manual:** <http://www.doe.in.gov/sites/default/files/assessment/2011-12-istep-program-manualoctober-201110-31-11final-kc.pdf>

FIVE THINGS I SHOULD ALWAYS REMEMBER ABOUT ADMINISTERING STATEWIDE ASSESSMENTS

- 1) **Test examiners are required to be certificated personnel.** The examiner is essentially the person on point for administering the assessment. This requirement is in place because without it, the department's only means for dealing with a breach of test security is to pursue civil damages in court.
- 2) **DOE-TL Barcode submissions are needed to generate barcode labels for the appropriate assessments.** Without these barcode data submissions, students' personal information will need to be 'bubbled in' at the start of the test. This also results in additional data cleanup work later on. As noted in the charts above, barcode submissions are designed to save time—not add to the reporting burden.
- 3) **Several assessments are required, dependent on the grade levels within your school (ISTEP+, ECAs, IREAD-3, IMAST, and ISTAR).**
- 4) **Appropriate accommodations must be provided to students as articulated in formalized plans.** If you need additional background and/or technical assistance on this, please be proactive in communicating with department staff.
- 5) **If you are testing a non-voucher student (required by law) who does not yet have a Student Testing Number, you must obtain one for them via the “STN Lookup” function on the STN Application Center**
(<https://ac.doe.in.gov/appcenter/login.aspx>)

III. GENERAL PROGRAM TIMELINES

TOPIC	DEADLINE/TIMELINE	DESCRIPTION
Student applications	TBD. Deadline will likely be about two weeks before Count Date.	Applications are submitted via the STN center and, once filled out correctly, trigger the notification letter to the address listed. 2012 legislation could affect timing of Count Date.
School applications to IDOE to participate	Ongoing	Preferred means is via electronically scanned copy to choiceschool@doe.in.gov .
Accreditation petitions for State Board accreditation	Memorial Day	Submit all applicable information to Frampton@doe.in.gov by Memorial Day so that the petition can be voted on/approved by the State Board no later than the July board meeting. IDOE will not permit schools newly accredited in August to participate in the Choice Scholarship program for the upcoming school year.
Notification of school intent to withdraw from program	Ongoing	Preferred means is via electronically scanned letter, attention Neil Ruddock, to choiceschool@doe.in.gov
IDOE inspections of locally-kept student household income records	Summer	Department staff will notify you if your school is subject to this. Those who use third party vendors to verify income eligibility should have a means of obtaining the original income records from the vendor or have the vendor send them directly to IDOE.
Release of A-F grades	Late July	Appeals process takes place early-mid August.
Submit Corporation Test Coordinator Info to Assessment Office	Early October	This individual serves as the school's primary point of contact for department communications regarding statewide assessments and communications to other staff in the school building.
Random visits of participating schools	Late autumn/early winter	Schools are selected by random drawing and will be notified in advance to arrange a convenient time.
Choice Scholarship payments	October and February (subject to future change)	Distribution Endorsement forms (signed by both parent/guardian and the school) are required for payment to be made on behalf of the student—for EACH payment
Household income limits	Late January	Contingent upon release of Federal Poverty Guidelines.